

# EMERGENCY AUTHORIZATION REQUEST

JD-ES-252 Rev. 10-19

STATE OF CONNECTICUT

JUDICIAL BRANCH

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This is a request to process Requisition Number \_\_\_\_\_ on an emergency basis.

The estimated purchase value is \$ \_\_\_\_\_.

## Nature of Emergency

*(Provide a detailed description of the nature of the emergency situation and its impact on the safety, health, and convenience of the public and/or Judicial Employees)*

• Basis for selection of proposed vendor? *(Attach Quote)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Were other vendors contacted for quotes? *(If "Yes", attach quotes)* ☐ Yes ☐ No

• What is the time frame for delivery and/or completion of work? \_\_\_\_\_  
*(Number of days ARO)*

**Note:** The nature of the emergency and the procedures followed must be fully documented. Emergencies will be processed using reasonable competitive analysis, wherever feasible.

Authorized Signature	Title	Date
Contact Person	Telephone Number(s)	

## FOR MATERIALS MANAGEMENT USE ONLY:

Purchase Order Number	Name	Date
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